



Request for an Incomplete Grade

DIN 3130-4-01

Learners may ask their instructor in writing that they be assigned a grade of Incomplete (I) under the following conditions:

-A request stating the circumstances for the incomplete grade must be made in writing to the instructor no later than one week prior to the end of the semester.

-An incomplete grade (I) will be granted only at the discretion of the instructor for emergency circumstances.

To remove the incomplete grade (I), course requirements must be completed by the end of the next semester of regular program offerings. Any incomplete (I) not removed by that time will be changed to failing (F). Learners may not request an incomplete (I) if they are on scholastic probation or if they have an unfinished incomplete (I) from a previous semester.

Name

Tech ID#*

I, the learner agree to the following:

- I am not currently on academic probation
- I do not currently have an unfinished incomplete (I) from a previous semester

Learner Signature

Date

Course # (ex: ACCT 1001):	Course Title:		
Course ID#:	Credits:	Class days:	Year and Term:

Reason for request:

Instructor Signature

Date (must be at least one week prior to the end of the semester)

* Northwest Technical College is asking you to provide information that includes private information under the Minnesota Government Data Practices Act (MGDPA). Northwest Technical College is requesting this information to be able to correctly identify your records. You are not legally required to provide the information Northwest Technical College is requesting and may refuse to provide it. Only the Registrar (or designee) will receive and use this completed form.

The most current documentation is electronic, therefore please discard printed copy after 24 hours.			Print Date: 11/22/10 12:54 PM
Document Number:3130-4-01	Rev.	Page 1 of 1	Level # 4
Title: Request for an Incomplete Grade			Implementation Date: